

**REQUEST FOR PROPOSALS  
COORDINATION SERVICES FOR THE  
STATE OF HAWAII  
RECOVERY YOUTH CONSERVATION CORPS PROGRAM**

**PROPOSALS DUE ON OR BEFORE: July 10<sup>th</sup>, 2009; 4:00PM**

**Submit to Michelle Gorham Jones, Division of Forestry and Wildlife,  
1151 Punchbowl St. Room 325, Honolulu, HI 96813**

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**I. BACKGROUND**

The 2009 State of Hawaii Youth Conservation Corps (YCC) is an ongoing state program established under Hawaii Revised Statutes (HRS) chapter 193, and administered by the Department of Land and Natural Resources (DLNR's) Division of Forestry and Wildlife (DOFAW). This Request for Proposals (RFP) is specially funded by recovery monies and supplemented with funding from the federal AmeriCorps program (a division of the Corporation for National and Community Service) through the AmeriCorps state program. DLNR's head of purchasing agency has determined that use of the request for proposals process is a more appropriate method of contracting than competitive sealed bidding, which is neither practicable nor advantageous.

The primary goal of the State of Hawaii Recovery YCC program is to provide educational and introductory level work experiences for the participants/members through "hands-on" participation in conservation services. Forty-five (45) full-time members will spend between 10 and 10.5 months (1700 hours) "in the field" with Hawaii's natural resource managers, educators, scientists and community leaders; learning about Hawaiian plants and animals, native ecosystems, watersheds, historic sites, aquaculture, and the current demands being placed on Hawaii's natural resources. The members will be mentored by professional resource managers, as they work on conservation projects, and make important professional contacts.

The Recovery YCC program provides support for participants in the form of living allowances, health care (for full-time participants only), workers' compensation and assistance for higher education through an education award following completion of service. Not only does the program provide participants contact with Hawaii's natural environment, but it also teaches skills that may be directed towards professional careers in resource management.

**II. PROJECT DURATION**

The RFP project will start upon contract approval (approximately July/August, 2009) and runs for a duration of up to twelve (12) months, with no extensions.

**III. GOALS & OBJECTIVES**

The purpose of this initiative is to solicit proposals for services to:

- A. Provide primary oversight of the Recovery Youth Conservation Corps program.
- B. Provide payroll and benefits services for program participants.

- C. Provide administrative support to the YCC Program Manager of the Division of Forestry and Wildlife in all matters concerning the Recovery YCC program.
- D. Ensure program is in compliance with all federal requirements related to the federal grant, including the American Reinvestment and Recovery Act of 2009 (ARRA) (Pub.L. 111-5, eff. Feb. 17, 2009) requirements.
- E. Ensure a supportive program that encourages a healthy and hands-on educational experience with emphasis on the development of environmental and cultural awareness, personal growth, teamwork, and leadership skills.
- F. Ensure that the Recovery YCC program is made available statewide to all eligible youth in Hawaii through equal opportunity recruiting procedures.

#### **IV. SCOPE OF SERVICES**

The contractor/consultant is expected to provide the following services for the Recovery Youth Conservation Corps Program:

- a. Grant Management: Assure compliance with federal grant requirements including ARRA provisions.
- b. Program Development: Due to the short time frame for implementation, host sites have been recruited and selected by the DLNR-DOFAW. The Program Coordinator will create a program structure consistent with the existing program, assist with recruiting applicants to fill positions, and arrange for member benefits.
- c. Marketing: Develop a marketing strategy; develop marketing material and media such as brochures and flyers; conduct presentations at local schools and universities as appropriate.
- d. Recruitment: Assist with advertising positions and assure program compliance with state agency recruiting regulations.
- e. Partnership Development: Communicate with host sites and Recovery YCC Participants during the program period and supply and collect mid-term and final evaluations.
- f. Payroll and Benefits Services: Ensure living allowance and fringe benefits (health insurance, FICA, workers' compensation, etc.) are provided to all members.
- g. Program Management: Coordinate data sheet compilation, Big Island service trip; and program cohesiveness. Assist the Hawaii Commission with HI AmeriCorps Training Conference for Recovery YCC participants as appropriate and facilitate timely grant reporting.
- h. Work with DLNR accountant to facilitate financial reporting as required by the federal AmeriCorps program and ARRA.

#### **V. SUMMARY OF DESIRED QUALIFICATIONS**

Qualifications should include but are not limited to:

- a. Established organization with ability to assign staff to help coordinate the Recovery YCC program. In addition, the organization must be able to provide fiscal oversight for the program and personnel management for the coordinator(s). The organization will handle payroll for AmeriCorps participants and coordinating staff. Subcontracting with a payroll agency may be advantageous but subcontracting requires DLNR approval.
- b. At least three years experience working with youth (young adults ages 17-19).
- c. Experience running similar volunteer programs or internship programs.

- d. Understanding of conservation principles and field-management techniques in Hawai'i.
- e. Experience with facilitating team building and problem solving skills.
- f. Experience working with multi-agency partnerships. Ability to coordinate effectively with state, federal and private agencies/organizations.
- g. Ability to market the program for recruitment and publicity purposes, give presentations about the program and travel to neighbor islands for recruitment and program coordination.

## **VI. PROJECT BUDGET**

The Recovery YCC program is budgeted based on an approved ARRA funding timeline. Fixed expenses based on a federal AmeriCorps grant should include the following specific line items and amounts **at a minimum** in all RFP submissions. Bid proposals are not limited to these amounts or line items (see section VII-B):

Coordinator Salaries/Benefits: \$84,713

Member Stipends & Benefits: \$744,813

Staff Travel/Sponsored Meetings: \$1,600

Member Transportation and training: \$28,500

Program Supplies & Equipment: \$3,825

## **VII. PROPOSAL GUIDELINES**

All submissions shall contain, but are not limited to the following:

### **A. Qualifications**

1. Statement of consultant's qualifications to accomplish program objectives and tasks as described in this RFP; a statement of these qualifications should be supported by a resume(s) identifying how the consultant's qualifications meet these requirements;
2. Explanation of how consultant will organize, develop, manage, implement and monitor this project including relationships with, private companies, federal, state, and local governments, council members, profit and nonprofit organizations, educational institutions, and the general public to meet the goals of the project;
3. A general statement identifying the consultant's specialized experience and technical competence for the services and tasks identified under item number IV, "Scope of Services."
4. Include a list of key personnel who will be dedicated to this project and information on their background.
5. The submission shall provide the following information: name, address, and telephone number of the individual who may be contacted during the period of proposal evaluation.
6. Offeror shall provide verification that it possesses a minimum of three (3) years experience working with youth and references who can vouch for this experience.

### **B. Matching Funds**

1. The successful Offeror must be able to leverage funds by seeking additional outside funding sources and/or providing in-kind services to match state and federal funds.

2. Offeror shall specify amount of potential matching funds, source and explain how these funds will be procured and applied to the program.

C. Detailed Budget & Payment

1. Detailed project budget requirements and cost estimation to meet the proposed work needs of the program and time frame needed to accomplish these services. The budget should be based on a twelve (12) month period and address each of the major tasks, showing total direct costs (salaries, fringe benefits, travel, per diem, etc.) for the consultant including all other costs associated with the services provided (indirect costs and overhead, profit, and State excise tax, etc.)
2. A listing of hourly rates assumed by the consultant to include overhead, clerical costs, and taxes.
3. A statement of desired method and time frame of payment. The Department of Land and Natural Resources, Division of Forestry and Wildlife normally pays a consultant on the basis of invoices for services rendered. Final payment, including the amount retained, is paid upon satisfactory completion and acceptance of all work.

**VIII. SUBMITTAL OF PROPOSAL**

Offerors must submit three (3) copies of the proposal by 4:00 p.m. on July 10, 2009.

A. Project Proposal

Each proposal will be opened and reviewed by an evaluation committee. The proposal shall first be reviewed for timeliness of submission, completeness, and compliance with the general procurement requirements specified in this document.

The evaluation committee shall then conduct a comprehensive, fair and impartial appraisal of each proposal submitted and assign a score as more fully described in the "Scoring Criteria," Section H. This procedure shall be attended by the evaluation committee, or any other members deemed necessary by the State, and shall NOT be subject to public attendance or public scrutiny. The evaluation committee, in addition to reviewing documents submitted, may also conduct reference checks, telephone interviews, and/or site inspections to assess or verify consultants' background.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to negotiate with priority-listed Offerors pursuant to HAR section 3-122-53 (but proposals may be accepted without such discussions), select portions of a proposal, or to reject any and all proposals.

B. Cost of Proposal Preparation

Costs for developing the proposals are solely the responsibility of the Offeror, whether or not any award results from this solicitation. The State of Hawai'i will provide no reimbursement for such costs.

C. Disposition of Proposal

All proposals become the property of the State of Hawai'i. The successful proposal will be incorporated into the resulting contract. Offerors shall designate in writing those portions of the unpriced proposal that contain trade secrets or other proprietary data that are to remain confidential, subject to HAR section 3-122-58. Such material designated as confidential shall be readily separable from the proposal to facilitate inspection of the nonconfidential portion.

D. Notification

Each Offeror will be notified in writing of the evaluation committee's selection decision.

E. Bid Evaluation

Award will not be made on the basis of price alone. The entire proposal shall be evaluated by taking into consideration how well the Offeror meets the criteria set forth below under "Evaluation Criteria," Section F., and "Scoring Criteria," Section H.

F. Evaluation Criteria

Before the merits of each proposal are evaluated, the Evaluation Committee shall evaluate each proposal to determine whether it complies with, and is responsive to, the project description and instructions. At this stage, proposals will also be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this document.

Those proposals that do not comply with the requirements of the project description will be rejected from further consideration. A Notice of Disqualification shall be sent to those Offerors whose proposals are disqualified under this section.

G. Determination of Responsibility

In order to qualify as responsible Offerors, individuals must meet the following standards:

- a. Adequate financial resources for performance, or the ability to obtain such resources, as required during performance;
- b. Necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them;
- c. Ability to comply with the proposed or required time of delivery or performance schedule;
- d. Satisfactory record of integrity, judgment and performance;
- e. Otherwise qualified and eligible to receive award under applicable laws and regulations.

Offerors shall submit acceptable evidence of experience, organization, technical qualifications, skills, and facilities to perform the service called for in this document under scope of work. Offerors should submit evidence of financial responsibility to satisfy the requirements of HAR title 3, chapter 122, subchapter 24.

H. Scoring Criteria

Those proposals that survive the Compliance Review shall be evaluated based upon seven (7) criteria deemed critical to the successful completion of all project requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criteria. Each member of the evaluation committee will score each proposal. Points awarded for each criteria will be multiplied by the weighted value given. The final scores of each proposal will be an average determined by assessing the total scores of all committee members. Proposals submitted will be evaluated using the following weighted criteria:

- a. Technical capability and approach for meeting performance requirements, including demonstrated professional qualifications and experience to perform the tasks listed under "Scope of Services". At least three years experience working with youth (young adults ages 17-19). (Weighted Value 4)
- b. Demonstrated understanding of the goals and objectives of the State of Hawaii's Youth Conservation Corps program. (Weighted Value 4)
- c. Managerial capabilities, including demonstrated professional skills, expertise and experience to plan, coordinate, manage, implement, and monitor all program activities including knowledge and experience with youth programs and conservation in Hawai'i. (Weighted Value 4)
- d. Competitive budget and reasonableness of price. Costs should not exceed maximum amount listed above in section VI, "Project Budget" unless additional funding sources are available through the Offeror. (Weighted Value 4)

In converting cost to points, the lowest proposal will automatically receive the maximum number of points allocated to cost. The point allocations for costs on the other proposals will be determined through the method set out as follows:

$$[\text{Lowest proposed total budget} \times 5 \text{ points (maximum)}] \div \text{Offeror's proposed total budget} = \text{Points}$$

- e. Ability of Offeror to leverage funds. (Weighted Value 3)
- f. Demonstrated professional experience to conduct the business and working relationship with the Department of Land and Natural Resources, Division of Forestry and Wildlife. This includes collaborating with partner agencies and expanding agency/private partnerships. (Weighted Value 2)
- g. Demonstrated ability to deliver the objectives of the Recovery Youth Conservation Corps program. (Weighted Value 2)
- h. Demonstrated the ability to monitor program accomplishments and associated expenditures related to the Recovery Youth Conservation Corps program. (Weighted Value 2)

#### I. Method of Award

The Department of Land and Natural Resources (DLNR) reserves the right to make the award to the who submitting a proposal which meets the requirements set forth under the scope of work, and other project requirements as provided. DLNR reserves the right to reject or request modifications of any or all proposals. DLNR reserves the right to cancel the request, if it is in the best interest of the State.

## **IX. RFP AWARD CONDITIONS**

- A. This request for proposals (RFP) is issued pursuant to the provisions of HRS chapter 103D and applicable regulations under the state procurement code, in particular, Hawaii Administrative Rules (HAR) title 3, chapter 122. All prospective Offerors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Offeror shall constitute admission of such knowledge on the part of the prospective Offeror. Additionally, when applicable, contracts resulting from this RFP will be subject to the State's General Conditions (AG-008) and applicable standard contract forms such as the Contract for Goods or Services Based Upon Competitive Sealed Proposals (although these forms are not attached, they are included by reference and made a part hereof. Copies of these documents can be obtained by making a request to the RFP administrator). DLNR reserves the right to cancel this request for proposal and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State. The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever incurred by a proposal applicant in the event this RFP is cancelled or a proposal is rejected. Any costs incurred by the Offeror in preparing or submitting a proposal are the Offeror's sole responsibility.
- B. Pursuant to §3-122-112, HAR, any person, firm or corporation that submits a proposal must, at the time of contract award, provide the State of Hawaii with the following:
  - 1. A tax clearance certificate from the State Director of Taxation and the Internal Revenue Service to the effect that all delinquent taxes, interest, and penalties levied or accrued against the said person, firm or corporation have been paid, and/or any other evidence requested by the contracting officer to demonstrate that the proposer is not in default on any obligations due to the State of Hawaii, any of its political subdivisions, and the Internal Revenue Service.
  - 2. A compliance certificate from the Hawaii Department of Labor and Industrial Relations.
  - 3. A copy of its certificate of good standing from the Hawaii Department of Commerce and Consumer Affairs.
- C. Award of RFP is contingent upon receipt of annual federal funds and state special funds by the Department of Land and Natural Resources, Division of Forestry and Wildlife. Payments will be made as goals, objectives and tasks are accomplished as identified herein.
- D. Extension of contract for a second and third term is contingent upon satisfactory performance and availability of state and federal funding.

## **X. CONTRACT EXECUTION**

The successful Offeror shall be required to enter into a formal contract, which will be approved by the Board of Land and Natural Resources or its designated representative. Upon execution of the contract, the State will issue a Notice to Proceed specifying the contract commencement date. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to official date.

## **XI. SUBMISSION REQUIREMENTS**

- A. The deadline for receipt of a typed proposal, as specified in this document, is Friday, July 10th at 4:00 p.m.
- B. Sealed proposals must be delivered to the Division of Forestry and Wildlife (1151 Punchbowl Street, Rm 325, Honolulu, HI 96813). The envelope shall state visibly on the outside the following: "RFP-DOFAW-09-RecoveryYCC enclosed."
- C. The respondent Offeror agrees that the proposal shall constitute a firm offer to the Department of Land and Natural Resources, Division of Forestry and Wildlife and cannot be withdrawn for any reason after the due date for submission of the proposals. The respondent Offeror shall agree that prices listed are firm and shall remain so throughout the performance of the work.
- D. The proposal shall be signed by the consultant interested in bidding for these services (if the Offeror is a business entity, please include the signer's authority to conduct business on behalf of the entity). The proposal shall include the Offeror's name, title, address and telephone number.

Any questions regarding this RFP should be directed to Michelle Gorham Jones (808) 587-4188.